



**Bangladesh Power Development Board**  
**INTEGRATED MANAGEMENT SYSTEM**  
**(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO**  
**45001:2018 STANDARDS)**

**PROCEDURE FOR SERVICE**



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-059  
Revision No.: 00  
Effective Date: 01-11-2021  
Page 2 of 5

## PROCEDURE FOR SERVICE

### 1.0 Purpose

- To accomplish the assigned jobs in order to ensure the effective performance of the board.
- To efficiently complete the assignments given by the board.

### 2.0 Scope

Applies to the whole of Integrated Management System of Bangladesh Power Development Board.

### 3.0 Terms & Definition

#### Definition

None

#### Abbreviations

BPDB – Bangladesh Power Development Board  
MR – Management Representative  
CE – Chief Engineer

### 4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.1, 5.2, 5.3, 5.4, 5.5, 5.6,	CE Services
5.7	MR

### 5.0 Procedure

#### 5.1 Plan

- Supervise and perform different assigned jobs and activities
- Accomplish the responsibility of Chairperson of the Standing Committee formed by the board
  - to finalize the Power Purchase Agreement (P PA)
  - to witness the Commercial Operation Test and Annual Capacity Test of Power Plants, of IOOMW and more capacity
  - to make comments to issue PAC (Provisional Acceptance Certificate)
  - to make comments to issue FAC (Final Acceptance Certificate)
  - to examine and evaluate the tender documents submitted by the tenderers
  - to examine and evaluate the tender documents for implementation of Grid Tied Solar Power Project on BOO Basis

Prepared By		Approved By	
Reviewed By			



## INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-059  
Revision No.: 00  
Effective Date: 01-11-2021  
Page 3 of 5

### PROCEDURE FOR SERVICE

#### 5.2 Regular Duties & Responsibilities:

- Supervise and advise the activities of subordinates directorates
- Directorate of Electrical Equipment
- Central Equipment Repair Shop
- System Protection & Testing Commissioning
- Directorate of Clearance & Movement.
- Evaluate the performance of Directorate of Electrical Equipment
- Evaluate the performance of CERS.
- Evaluate the performance of System Protection & Testing Commissioning.
- Evaluate the performance of Directorate of Clearance & Movement.
- Perform different administrative jobs such as
- Accomplish the overall administrative responsibility.
- Posting and transfer of officers and staffs of the zone.
- Recruit personnel in the empty posts.
- Ensure the welfare and benevolent activities of personnel.
- Take the disciplinary actions against the officers and staffs of the zone
- Perform different financial jobs such as
- Administrative and technical approval of estimates.
- Approve the APR of subordinate offices.
- Supervise the testing & commissioning of sub-station.

Accomplish the responsibility of Chairperson of the Standing Committee formed by the Board to finalize the Power Purchase Agreement (PPA) and also to fix the Tariff if necessary for the Contracts to be signed between BPDB and the respective Sponsor Companies of Power Plants to be established by

- Government owned Power Generation Companies (APSCL, EG REB/RPCL)
- Rental based Power Generation Companies
- Private Sector Power Generation Policy
- Captive Power Policy
- Small Power Policy
- Policy Guidelines for Enhancement of Private Participation in the Power Sector, 2008.

Accomplish the responsibility of Convener of the Standing Committee formed by the Board to witness the Commercial Operation Test and Annual Capacity Test of Power Plants, whose capacity is of 100MW and more capacity under the Contracts signed/to be signed between BPDB and the respective Sponsor Companies of Power Plants to be established by

- Government owned Power Generation Companies (APSCL, EGCB, NWPGL, REB/RPCL)
- Rental and Quick Rental Power Plants
- IPP established/to be established in
- Private Sector Power Generation Policy

Prepared By		Approved By	
Reviewed By			



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-059  
Revision No.: 00  
Effective Date: 01-11-2021  
Page 4 of 5

## PROCEDURE FOR SERVICE

Accomplish the responsibility of Convener of the Standing Committee formed by the Board to make comments to issue PAC (Provisional Acceptance Certificate) in favor of Contactors considering the respective Clauses of the 'Contract Document after Construction, Erection, Testing & Commissioning and thereby putting the Plant into Commercial Operation successfully of Power Plants to be established by

- Government owned Power Generation Companies (APSCCL, EGCB, NWPGL, REB/RPCL)
- Rental and Quick Rental Power Plants
- IPP established/to be established in Private Sector Power Generation Policy

### 5.6 Others

- Accomplish the responsibility of Convener of the Standing Tender Evaluation Committee-3 formed by the Board to examine and evaluate the tender documents submitted by the tenderers against tenders advertised by the Directorate of Purchase.
- Accomplish the responsibility of Convener of the Standing Tender Evaluation Committee formed by the Board to examine and evaluate the tender documents submitted by the tenderers against tenders for implementation of Grid Tied Solar Power Project on BOO Basis.

### 5.7 Implementation & Internal Audit

- Procedure for Services and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.
- Review consideration will be raised in MRC Meeting for decision
- Corrective actions will be taken to improve the system on the basis of review

### 6.0 References

None

### 7.0 Appendix

None

### 8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By		Approved By	
Reviewed By			



# INTEGRATED MANAGEMENT SYSTEM

Document No.:  
BPDB-IMS-PR-059

Revision No.: 00

Effective Date: 01-11-2021

## PROCEDURE FOR SERVICE

Page 5 of 5

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By

Approved By

Reviewed By